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MEET-5  
rully staff meeting

MINUTES

OTR STAFF MEETING

Document No. 19

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Tuesday  
24 Aug 54

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 7 Feb 78 By: 622

Attendance:

Mr. Baird, DTR



1. Procedure for Crediting Lectures by Guests:

Mr. Baird mentioned an inquiry by [REDACTED] on getting acknowledgement into the official personnel files for non-OTR employees who regularly contribute to training courses as guest lecturers. After discussion, Mr. Baird requested that all Division Chiefs list those guests who participate on a continuing or regular basis and address the lists to the C/PRS. It is planned to devise a form to go to AD/PERS recording the fact of lecture participation.

2. Long-Range Course Schedules as Distinguished from Individual Notices:

[REDACTED] questioned the discontinuance of individual course notices particularly since it had come to his attention that the Office of Security has been preparing such an intra-office communication on reading improvement courses. Mr. Baird emphasized the tremendous burden placed on [REDACTED] shop be disseminating individual notices and pointed out that the six months long-term schedules were provided to eliminate the necessity for separate announcements. However, if there is a significant need by the consumers it would be more sensible for OTR to centrally prepare the announcements. Mr. Baird directed that this topic be brought up for discussion at the next TLO meeting of DD/I and DD/A offices.

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3. Exceptions to Requirements for Training Courses:

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Since the departure of [REDACTED] reported that there has been some indecision by personnel of the Registrar's Office as to who was responsible for passing on "problem" cases received by the OTR Registrar on exceptions to prerequisites, waivers, etc. It was pointed out that the principal responsibility for making the determination rests with DD/P and Senior Staff training officers therein. It was decided that the OTR Registrar would police waiver exceptions and summarize them each month for the DTR. If this procedure unearths anything of significance these facts can be put in the weekly progress report. The OTR Registrar will verify that prerequisites are complied with and if problems develop take up the matters with the appropriate Division Chief.

4. OTR Weekly Reports:

25X1A

Once again Mr. Baird commented on the lack of complete and interesting reporting on weekly progress report items. In the past General Cabell has singled out OTR comments as of sufficient significance to warrant continuing these reports indefinitely notwithstanding a desire by some to discontinue them as unnecessary. Unfortunately, in recent weeks the material furnished Mr. Baird has been of a lower caliber. Several Division Chiefs mentioned that they would like to improve their efforts but were unaware of the form in which previous contributions were sent forward. Mr. [REDACTED] suggested that several old copies of the completed report be circulated to Division Chiefs for their guidance.

5. Preliminary Discussion on Government Life Insurance:

25X1A

Announcement of the new government-wide insurance was made by Mr. [REDACTED]. All staff employees will automatically come under the provisions of this insurance unless they specifically request exception, in writing, within a certain period of time. (Announcement is to accompany the 27 August pay check and will provide employees no more than two weeks in which to reject the plan.) It was pointed out that contract agents and military personnel will not be eligible for coverage. At present staff agents are considered eligible although the details for implementing this coverage are lacking. Coverage is fixed at even thousands of dollars next above an employee's base salary (excluding overtime, etc., but inclusive of within grade promotions). There was some discussion on the merits of this new government-wide insurance and the recently announced GEHA coverage which is available only to Agency personnel.

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- A. Mr. Baird exhibited a brochure prepared on retired West Point graduates. It is believed that the Agency would be particularly interested in the age 51-55 group. This brochure was given to Mr. [REDACTED] with instructions

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to identify those most probably of interest to OTR. The brochure will be circulated to staff and schools chiefs within OTR. Mr. Baird announced that agreement had been reached that members of this retired group could serve in the Agency and would not encumber civilian slots.

- 25X1A B. Mr. [REDACTED] announced that he planned to contact all Division and Staff Chiefs 24 August to comply with a request from DDP/PPC concerning OTR contacts with Department of Defense.
- 25X1A C. Mr. [REDACTED] pointed out that PTD would be unable to handle a request for the training of medical personnel.
- 25X1A D. Announcement was made by Mr. [REDACTED] that quotas were being established within DD/P offices to require a continuing group in training courses exclusive of language training.

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